

## **Job Announcement**

City of Reno, Parks Recreation and Community Services Evelyn Mount Northeast Community Center – 1301 Valley Road

## **Facility Attendant II**

Front Desk - Temporary Position

- Greets customers in person and on the phone and provides customer service.
- Provides information on department activities to the public.
- Keeps an orderly office, customer service area
- Collects user fees, payments, registrations, and reservations for recreational facilities and programs.
- Uses a computer to reserve take registration and process credits, transfers and refunds.
- Uses other computer software to record employment applications, provide program information and special projects as assigned
- Performs record keeping on customer transactions.
- Other office duties such as filing, recordkeeping, copying, mail and general tasks as assigned.

Minimum Qualifications: Must be 18 or older, a high school diploma, driver's license and six months of paid cash handling and/or office work experience.

This position is less than 18 hours per week (temporary position without benefits). Pay is \$9.25 per hour.

A completed City of Reno application is required. Submit applications to the Evelyn Mount Northeast Community Center 1301 Valley Road – Reno or Parks, Recreation and Community Services, Administration Office, 1 East 1<sup>st</sup> Street, City Hall, 11<sup>th</sup> floor. For more information, call 334-2262 or 334-2260.

Deadline to apply: Open until positions are filled